

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: MAINTENANCE SUPERVISOR IV –
Heating, Ventilation, Air Conditioning, Refrigeration,
General Maintenance, and Construction

SALARY GROUP: A17

DEPARTMENT: Facilities Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Thomas L. Vian DATE: 2/20/2014

POSITION #: 022328

I. JOB SUMMARY

Performs highly complex supervisory maintenance and construction work. Work involves overseeing maintenance and construction staff involved in the installation, care, and repair of state facilities and equipment; and supervising the work of offenders. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Supervises, inspects, schedules, assigns, and participates in performing general maintenance, construction, heating, ventilation, air conditioning, (HVAC) and refrigeration work to include preventive and emergency maintenance; and coordinates work assignments with other supervisors to ensure efficient use of resources.
 - B. Prepares estimates of work hours, materials, and resources required for projects; initiates requisitions for materials and supplies; and prepares reports and maintains records of repairs.
 - C. Trains and supervises offender maintenance and construction workers; and ensures compliance with applicable safety rules, regulations, and standards.
 - D. Assists in maintaining the security of assigned offenders.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Two years full-time, wage-earning experience in the operation, maintenance, and repair of HVAC or refrigeration systems and equipment. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of one year

or

an associate's degree in HVAC or Refrigeration from a college or university accredited by an organization recognized by the CHEA or by the USDE

or

completion of a program in HVAC or Refrigeration from a trade or technical school accredited by an organization recognized by the CHEA or by the USDE

or

completion of a program in HVAC or Refrigeration from a U.S. military technical training school.

3. Experience in the installation of HVAC or refrigeration systems preferred.
4. Experience in the supervision of offenders preferred.
5. Current Environmental Protection Agency approved Type I and Type II Refrigerant Recovery Certification.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of HVAC and refrigeration systems and equipment.
2. Knowledge of maintenance policies, procedures, and techniques.

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3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill in the use of related tools, equipment, and test instruments.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to plan work in order to meet established guidelines.
11. Skill to train and supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, working around moving objects or vehicles, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, dust, fumes, smoke, gases, grease, oils, solvents, vibration, slippery or uneven walking surfaces, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include refrigeration test gauges, refrigerant recovery equipment, vacuum pumps, oxygen and acetylene torches, welding machines, drill motors, grinders, miscellaneous hand tools, telephone, and automobile.